

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Water Utilities Series

**E.P.W.U. SEWAGE LIFT STATIONS
MAINTENANCE SUPERVISOR**
12/98 (SAC)

Summary

Under general supervision, supervises and works with crews engaged in the installation, maintenance and repair of wastewater lift station equipment.

Typical Duties

Plan, schedule, and implement the maintenance and repair of sewage lift station equipment. Involves: overseeing the repair or replacement of hydraulic pumps, valves, drive lines, pipe work, odor control units, sewage meters, automatic controls, electric switch gear and related equipment; conducting field inspections to identify malfunctioning equipment and assure completed work conforms to guidelines; checking and assuring that stand-by equipment is in operating condition and readily available; making adjustments to meters, dials and gauges; participating in the implementation of monitoring and control instrumentation.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; requisitioning and maintaining inventory of repair parts and supplies; reading and interpreting maintenance manuals, schematic diagrams and blue prints; maintaining records of work performed and parts used; preparing activity logs and required administrative reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and five (5) years experience in the installation, maintenance and repair of pumps, motors and related equipment, including two (2) years of journey level maintenance mechanic experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: materials, methods, practices, and equipment used in the maintenance and repair of wastewater lift stations and related facilities; safe working practices and procedures; use and care of common hand tools. Good knowledge of: lift station methods, practices and procedures; water utility or similar supervisory control and data acquisition systems. Some knowledge of: chemical, biological, and physical processes involved in the treatment of wastewater.

Ability to: plan, review and control the work of employees engaged in the repair and maintenance of lift stations; observe or monitor lift station process control equipment, or data such as operating reports, to determine compliance with prescribed operating or safety standards; investigate, diagnose, and recommend improvements to lift station equipment; maintain adequate stock levels of repair parts and prepare requisitions; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; prepare reports and maintain records.

Skill in safe operation and care of: personal computers, including spreadsheet, database and word processing software; motor vehicle through city traffic.

Physical Requirements: Frequent exposure to weather and other adverse working conditions; occasional climbing of ladders to access equipment.

Special Requirements: May be required to respond to emergency situations after working hours, during weekends and holidays.

Licenses and Certificates: Texas Class "C" Driver's License; must obtain Texas "C" Sewer Certificate of Competency within one (1) year of appointment.

Director of Personnel

Department Head

OFFICIAL